

*[Organization letterhead]*

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*Date*

*Organization Name*

*Address*

*City, State, Zip*

*RE: Letter of Intent*

*To whom it may concern,*

*ORGANIZATION is aware that the City of South Bend, in collaboration with IFF and CDFI Friendly South Bend has developed the "Energy Assistance and Solar Savings Initiative" (EASSI) for South Bend nonprofits and community institutions; and that the program provides support through grants from the City of South Bend—both direct and by subsidized commercial energy audits—and low-interest loans from IFF.*

*Moreover, ORGANIZATION is aware that prior to the City of South Bend's grant of a free-of-charge commercial energy audit, the City requests a good faith commitment from ORGANIZATION to complete a solar and/or energy efficiency project through EASSI; with the project being completed through the combination of a City grant and existing ORGANIZATION assets and/or a loan from IFF or lender of ORGANIZATION'S choice.*

*Therefore, this letter serves as ORGANIZATION'S notice to the City of South Bend of ORGANIZATION'S commitment to complete a solar and/or energy efficiency project through the City of South Bend's EASSI for nonprofits and community institutions, pending the ORGANIZATION'S approval for a grant and/or loan. Further, based upon the results of the energy audit, ORGANIZATION commits to working with the City of South Bend to determine the most effective solar and/or energy efficiency projects for ORGANIZATION'S facility and within its budget, and commits to submittal of an application to the City of South Bend for a grant and/or IFF or lender of ORGANIZATION'S choice to complete the project.*

*Sincerely,*

*Name*

*Organization*